

Central Reimbursement Office
Billing Instructions
FY 2009

Before submission for reimbursement:

Vendors should ensure that a service log has been created in the TEIDS database for each date of service being submitted for reimbursement.

Vendors should ensure that third party reimbursement has been received, if applicable, and details of the explanation of benefits (EOB) have also been entered into the TEIDS database; payment and any contractual adjustments should be entered in the "Amount" block for that payor source. Contact the data manager in your TEIS district for data entry questions. TEIS should receive the benefit from any contractual adjustments or reimbursement schedule agreements between the service provider and the third party carrier. **The Central Reimbursement Office reserves the right to adjust any dollar entry it determines to be incorrect.**

Submission process:

Vendors should supply a legible copy of the explanation of benefits, front and back of all pages for each date of service. When seeking TEIS reimbursements for children whose insurance carrier has deemed a service non-covered, a letter from the insurance company stating that fact or an EOB indicating the non-coverage will be accepted. The letter/EOB should be dated in the calendar year for which reimbursement is being sought. For example, July, 2008 charges would need to have a non-coverage letter/EOB dated during 2008 and referencing 2008 services if applicable. Please Note: A new letter/EOB will need to be obtained for services rendered in a new calendar year. The vendor will need to submit an insurance claim form to the carrier for services in the new calendar year and obtain a denial EOB or obtain a new letter. This will ensure that if the policy benefits are changed, the vendor will be reimbursed from the appropriate source.

Vendors should highlight the name(s) of the child(ren) and the dates of service for which reimbursement is being sought. Providers should feel comfortable in "blacking out" the names of non-TEIS children appearing on the EOB's; however, the EOB should be submitted in its entirety and not appear to be a "cut and paste" version.

When TEIS is the sole payer source, only the child(ren) name(s) is required on the "Billing Memorandum". The dates of services are not required to be entered by the vendor; however, if the vendor chooses to stipulate dates of services, only those particular dates will be reimbursed. If no dates of services are listed, the

CRO will reimburse for any open dates through the last full month completed.
This is a change for FY 2009.

Only Interpretation Services occurring prior to the initial IFSP should be billed on the Interpreting Services Invoices. Services occurring after the initial IFSP should be billed on a Billing Memorandum.

Vendors should attach a "Billing Memorandum" (sample copy attached) to the EOB's being submitted and mail to:

Tennessee Department of Education
Office of Early Childhood
Andrew Johnson Tower, 7th Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0375
ATTN: Central Reimbursement Office

The "Billing Memorandum" is NOT an invoice; therefore, dollar amounts due to the vendor do not appear on this document. It is simply a cover sheet summarizing the child(ren) and dates of services appearing on the attached EOB's.

It is not necessary to submit a separate "Billing Memorandum" for each child. Submissions may occur at whatever interval the vendor chooses, monthly, weekly, daily. Payments may occur up to 60 days after the submission of the "Billing Memorandum" along with the required EOB's.

It is not necessary to submit District-specific "Billing Memorandum".

The Central Reimbursement Office staff will verify the entries into TEIDS, review the EOB's and prepare an invoice for reimbursement to forward for payment. An e-mail notification at the completion of this process will be sent to the vendor
PLEASE NOTE: The e-mail notification will be sent to the e-mail address appearing on the "Billing Memorandum".

SAMPLE

BILLING MEMORANDUM

From: Vendor's Name
Address
City, State Zip

Date: Of submission

Preparer's Name
Preparer's Telephone Number
Preparer's e-mail address

To: Tennessee Department of Education
Office of Early Childhood
Andrew Johnson Tower, 7th Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0375
ATTN: Central Reimbursement Office

Child's name	Dates of Service
Child's name	Dates of Service
Child's name	Dates of Service
Child's name	Dates of Service
Child's name	Dates of Service
Child's name	TEIS sole-payor
Child's name	TEIS sole-payor